[COMPANY'S LOGO]

CONSULTING REPORT

[COMPANY'S NAME]

PREPARED FOR:

[NAME]

PREPARED BY:

[NAME]

[COMPLETE ADDRESS]
[CONTACT NUMBER]
[WEBSITE ADDRESS]
[EMAIL ADDRESS]

[DATE]

[CONTACT'S NAME]
[STREET ADDRESS]
[CITY, STATE/PROVINCE]
[ZIP CODE]

Dear [MR./MS./MRS.] [CONTACT'S SURNAME],

GOOD DAY!

The [SPECIFY] department of [COMPANY'S NAME] is sending you this consulting report for the year [YEAR]. We have enclosed a copy of the raw copy of the consulting reports for accuracy.

[SPECIFY] department guarantees that all files and all reports stated within this consulting report is true and has not been tampered with.

Should you have any more questions, please do not hesitate to contact us during office hours.

Warm Regards,

[NAME]
[JOB POSITION]
[DEPARTMENT NAME]
[EMAIL ADDRESS]
[PHONE NUMBER]

DISCLAIMER

This consulting report has been prepared by the [SPECIFY] department of [COMPANY'S NAME]. It has been completed pursuant to [COMPANY'S NAME] preferences.

[COMPANY'S NAME] does not fully endorse all the contents of this reports as it was constructed in accordance to the written reports in the past year. The content and information written on this consulting report may be subject to an explanation by the [SPECIFY] department.

The conclusions and the recommendations of this consulting report are those that have been made by the consultant, [CONSULTANT'S NAME], and has not yet been agreed or rejected by [COMPANY'S NAME].

Until such that time that [COMPANY'S NAME] properly rejects or accepts in writing the conclusion and recommendation of this report, then the said contents shall be deemed as information only.

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EXECUTIVE SUMMARY

[COMPANY'S NAME] is a [SPECIFY] company that values our customers' wants and needs. As a [SPECIFY] company, we want our customers to be aware of the details in the company's market and investments. This consulting report shall consist of the market comparisons and the customer usage over the past [NUMBER] months.

As a company, it is our duty to make sure that our products are met with our customers needs. It is also our job to ensure that we are providing satisfactory services. One of the purposes of this consulting report is to show the customers that we are doing our best to take note of their suggestions and concerns.

INTRODUCTION

[COMPANY'S NAME] is a [SPECIFY] company that provides [SPECIFY] and [SPECIFY] products and services. We have been in the [SPECIFY] industry for [NUMBER] years and has been running consistently and successfully. The owner of [COMPANY'S NAME], [OWNER'S NAME], is a graduate of [SPECIFY] from the University of [UNIVERSITY'S NAME]. [HE/SHE] is experienced in the [SPECIFY] business and has been in the [SPECIFY] industry before starting [HIS/HER] own company.

The Company has introduced products and services such as [SPECIFY], [SPECIFY] and [SPECIFY] in the past [NUMBER] months. The purpose for these products are due to [SPECIFY] and [SPECIFY] and to serve the customers better [SPECIFY] serves and improve their quality of living.

MARKET COMPARISON OF [COMPANY'S NAME] IN THE PAST [NUMBER] MONTHS IN PERCENTAGE

[CHART OF FIRST MONTH CURRENT YEAR]	[CHART OF FIRST MONTH OF PREVIOUS YEAR]
[DESCRIBE BOTH CHARTS AND COMPARE]	
[ADD MORE AS CHARTS AND DESCRIPTIONS AS NEEDED]	

PRODUCTS AND CONCERNS

NAME OF PRODUCT	CONCERNS ABOUT PRODUCT - BY CUSTOMERS	SUGGESTIONS FOR PRODUCT - BY CUSTOMERS
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF	[SPECIFY CONCERNS	[SPECIFY SUGGESTIONS FOR

PRODUCT]	ABOUT PRODUCT]	PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY CONCERNS ABOUT PRODUCT]	[SPECIFY SUGGESTIONS FOR PRODUCT]
[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]

PRODUCT DEMAND FROM [MONTH] to [MONTH]

NAME OF PRODUCT	PRODUCT DEMAND PERCENTAGE	DEMAND TREND
[SPECIFY NAME OF PRODUCT]	[SPECIFY PRODUCT DEMAND PERCENTAGE]	[DESCRIBE DEMAND TREND FOR THE PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY PRODUCT DEMAND PERCENTAGE]	[DESCRIBE DEMAND TREND FOR THE PRODUCT]
[SPECIFY NAME OF PRODUCT]	[SPECIFY PRODUCT DEMAND PERCENTAGE]	[DESCRIBE DEMAND TREND FOR THE PRODUCT]
[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]

RESEARCH OF THE PRODUCTS BY THE CONSULTANT

NAME OF PRODUCT	RESEARCH BY CONSULTANT	CONCLUSION	RECOMMENDATION - BY CONSULTANT
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]

	as Appendix A)		
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]
[SPECIFY NAME OF PRODUCT]	[BRIEF DESCRIPTION OF RESEARCH] (Full Research attached as Appendix A)	[BRIEF DESCRIPTION OF CONCLUSION]	[SPECIFY RECOMMENDATION FOR PRODUCT]

USAGE AND MARKET COMPARISON

[NAME OF PRODUCT] - FROM [MONTH] to [MONTH] ([YEAR])

FOR THE MONTH	AVERAGE	ESTIMATED USAGE OF [SPECIFY] IN [SPECIFY]	ESTIMATED [SPECIFY] EXPENSE
JANUARY	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
FEBRUARY]	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
MARCH	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
APRIL	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
MAY	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
JUNE	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]

JULY	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
AUGUST	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
SEPTEMBER	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
OCTOBER	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
NOVEMBER	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
DECEMBER	[SPECIFY AVERAGE]	[SPECIFY USAGE IN PERCENTAGE]	$[AMOUNT]
TOTAL	**[SPECIFY]**	**[SPECIFY]**	**[SPECIFY]**

[ADD MORE PRODUCT CHARTS AS NEEDED]

COMPANY'S PERFORMANCE IN [YEAR], [YEAR] and [YEAR]

PERFORMANCE	**[YEAR]**	**[YEAR]**	**[YEAR]**
MARKET STRATEGY	[SPECIFY]	[SPECIFY]	[SPECIFY]
CUSTOMER SALES	[SPECIFY]	[SPECIFY]	[SPECIFY]
YEARLY PRODUCTIVITY	[SPECIFY]	[SPECIFY]	[SPECIFY]
[SPECIFY]	[SPECIFY]	[SPECIFY]	[SPECIFY]
[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]	[ADD MORE AS NEEDED]

OVERALL CONCLUSION AND RECOMMENDATIONS:

[COMPANY'S NAME] has greatly improved in the past [NUMBER] years. The Company would do well should they invest in [SPECIFY] and [SPECIFY]. [COMPANY'S NAME] should also give more focus to [SPECIFY] and [SPECIFY].

[INSERT ADDITIONAL CONCLUSIVE REMARKS AND RECOMMENDATIONS FOR THE COMPANY’S PERFORMANCE IN THE NEAR FUTURE]